



## **Job Description for the Executive Director of the Eagle Creek Park Foundation**

The Eagle Creek Park Foundation is a 501(c)(3) nonprofit organization that provides volunteer and financial support to Eagle Creek Park. Our mission is to promote, preserve, protect, and enhance the park. It has been in existence since 1978.

Over the last few years, Eagle Creek Park Foundation (“The Foundation”) has grown its endowment, its staff, and its member engagement activities. The Foundation is looking for a new Executive Director to continue that growth. The Foundation seeks someone with at least 3-5 years of experience in nonprofit fundraising and operations.

This person will have experience building donor relationships, managing volunteer board members, and fundraising. The ideal candidate will also have the skills to run the day-to-day operations of a nonprofit, including QuickBooks, supervision of a small staff, and program coordination. Most importantly, our new Executive Director will have a passion for parks and a familiarity with Eagle Creek. This candidate will be coming in at a time when the Foundation has professionalized its processes and procedures. The Foundation seeks a leader with vision as its most recent strategic plan comes to its conclusion, and it prepares to set the course for the next strategic plan.

The Executive Director serves as the face of the organization, maintains an office within the park, provides customer service to members, and fosters a productive, positive relationship with the park staff.

### **Key Responsibilities**

#### *Operations*

- Manage administrative and day-to-day operations of the Foundation, including administration of all budgetary matters and financial assets
- Manage expenses and income into QuickBooks, providing monthly reports to the Board of Directors and working with an outside accounting agency for support
- Manage employees and staff, including payroll, onboarding, task management and hiring
- Comply with local, state, and federal requirements including unemployment, Form 990s, insurance, and other compliance documents
- Administer financial platforms (Divvy, Bill.com), accounts, and timely vendor payments
- Liaise with banking partners to address financial needs or issues

#### *Fundraising and Community Engagement*

- Build and maintain relationships with current and potential partners
- Manage annual membership pass sale and distribution
- Manage the membership database
- Write and submit grant applications and ensure timely reporting

- Processing and recording donations on a daily basis
- Steward donor relationships through thank-you cards, phone calls, and event invitations
- Ability to work occasional weekends, evenings, and special events
- Monitor grant budgets and financial documentation

#### *Grants and Communications*

- Serve as the primary contact for the Foundation for the community and for the staff at Eagle Creek Park
- Manage the distribution funds to Eagle Creek Park each year, overseeing grant spending and ensuring accountability
- Maintain strong communication with Indy Parks personnel
- Attend partnership meetings and collaborate with peer foundations (Holiday Park, Garfield Park)

#### *Other*

- Develop and implement strategies to promote the Foundation's mission
- Provide support and strategic leadership to Board of Directors
- Participate in Board and Committee meetings
- Prepare and present reports and financial updates as required

#### **Required Credentials**

- Bachelor's Degree or minimum five years' experience in nonprofit operations
- Authorization to work in United States

#### **Preferred Experience**

- Nonprofit Fundraising and Grant Writing
- Membership Engagement
- Personnel Management
- Coursework in nonprofit/business management
- Ability to prioritize and meet multiple and competing deadlines
- Administrative skills and attention to detail
- Ability to work independently as well as collaboratively
- Strategic thinker who can prioritize and integrate short-term and long-term goals

Salary range is \$75,000–\$90,000 per year depending on experience. Interested candidates should provide a current Resume and Cover Letter via email to the Board of Directors **by Friday July 31, 2026,** at the following contact:

[Nominating@EagleCreekPark.org](mailto:Nominating@EagleCreekPark.org)

Additional Inquiries can be made either via email or at the following address:

7840 W 56th St

Indianapolis, IN 46254

317-327-7116

[ecpf@eaglecreekpark.org](mailto:ecpf@eaglecreekpark.org)